

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. HR724	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Various*	5. Duty Station Various*	6. OPM Certification No.		
Explanation (Show any positions replaced) Replaces PD# NV52055			7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13. Competitive Level 0001	
					14. Agency Use		
15. Classified/Graded by	Official Title of Position			Pay Plan	Occupational Code	Grade	Initials Date
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment	Equal Employment Manager			GS	0260	13 (b) (6)	05/18/2016
c. Second Level Review							
d. First Level Review							
e. Recommended by Supervisor of Initiating Office							
16. Organizational Title of Position (if different from official title) Deputy Equal Employment Opportunity Officer (DEEOO)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Navy				c. Third Subdivision Director, Civilian Human Resources			
a. First Subdivision Commander Navy Installations Command (CNIC)				d. Fourth Subdivision CNIC Region (Various)			
b. Second Subdivision Total Force Manpower (N1)				e. Fifth Subdivision Human Resources Office			
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and title of Immediate Supervisor (b) (6) (b) (6) Civilian Human Resources				b. Typed Name and Title of higher-Level Supervisor or Manager (Optional)			
Signature //Electronically Signed//				Date: 01/09/2013		Signature Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM JFPCS for Administrative Work in the Human Resources Group GS-0200 of 12/2000; GSSG HRCD-5, 06/1998			
Typed Name and Title of Official Taking Action (b) (6) OCHR Stennis Ops Ctr OCHR HRCP, EXECUTIVE AGENT (b) (6)				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Date 05/18/2016				Initials Date Initials Date Initials Date			
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remark This is a HRCP Senior Level position and must be classified and recruited via the Executive Agent. Please forward action to inbox NV_HRCP. UIC: 09697 ORG: N131 CC: PIACJ BUS: 8888 BIN: 1287206 POID: CH SOID: MZ MC: NV52 GEOLOC: 122164031 Position is at full performance level							
25. Description of Major Duties and Responsibilities (See Attached)							

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2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location VARIOUS*		5. Duty Station VARIOUS*		6. OPM Certification No.			
Explanation (Show any positions replaced) C-1 Designation					7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
					10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level 0001	
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15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		
a. U.S. Office of Personnel Management												
b. Department, Agency or Establishment												
c. Second Level Review												
d. First Level Review		Equal Employment Manager				GS		0260		13		
e. Recommended by Supervisor of Initiating Office												
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)						
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY						c. Third Subdivision Director, Civilian Personnel Programs						
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)						d. Fourth Subdivision CNIC Region (Various)						
b. Second Subdivision TOTAL FORCE MANPOWER (N1)						e. Fifth Subdivision Human Resources Office						
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position						Signature of Employee (optional)						
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a. Typed Name and title of Immediate Supervisor						b. Typed Name and Title of higher-Level Supervisor or Manager (Optional) (b) (6) Civilian Personnel Programs Commander Navy Installations Command						
Signature				Date:		Signature				Date		
						//s//				01/09/13		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position PCS for Equal Employment Opportunity Series (TS-49 November 1980); General Schedule Supervisory Guide						
a. Typed Name and Title of Official Taking Action (b) (6) (b) (6) COMMANDER NAVY INSTALLATIONS COMMAND						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.						
Signature //s//				Date 01/09/13								
23. Position Review		Initials		Date		Initials		Date		Initials		
a. Employee (optional)												
b. Supervisor												
c. Classifier												
24. Remarks: Supervisory certification required in block 20a. *For use at authorized CNIC Regions. Note: Changes must be authorized by CNIC HQ N13. BSC: BIN: UIC:												
25. Description of Major Duties and Responsibilities (See Attached)												

INTRODUCTION:

The primary purpose of this position is to serve as the Diversity Manager and Deputy Equal Employment Opportunity Officer (DEEOO) to the Regional Commander and all installations throughout the Area of Responsibility. The position is located in the regional Human Resources Office (HRO), reports to the Human Resources Director, but has direct access to the Regional Commander and installation Commanding Officers. The incumbent provides leadership, guidance and coordination of expert EEO, technical, and consultative services covering all facets of the equal employment opportunity function of human resources management.

MAJOR DUTIES AND RESPONSIBILITIES:

In compliance with governing regulations and Department of the Navy (DON) EEO Program requirements, the DEEOO is responsible for ensuring the establishment and sustenance of the EEO Program that includes the ongoing obligation to monitor, identify and eliminate any barriers that impede free and open competition in the workplace. The DEEOO periodically reports the EEO program status to the Command Deputy EEO Officer (CDEEOO) and other management officials.

Conducts an annual assessment of the EEO Program that involves the Equal Employment Opportunity Officer's/Commanding Officers and managers/supervisors and provide the results of that assessment and plans for corrective action to the CDEEOO for inclusion in the command assessment. The incumbent advises management officials regarding the requirements for a Model EEO Program to include MD-715 requirements, special emphasis programs, discrimination complaint processing, Alternative Dispute Resolution (ADR), and reasonable accommodation.

The incumbent monitors the participation of minorities, women and individuals with disabilities including targeted disabilities within the workforce. Analyzes workforce data and relevant employment policies, procedures and practices to determine if barriers exist that may impede participation of certain groups. Develop plans to eliminate and remove systemic and/or attitudinal barriers to employment opportunities. Administers the discrimination complaint process and provides oversight to EEO Specialists/Counselors to ensure timely complaint processing. Administers the Alternative Dispute Resolution (ADR) program, Hispanic Employment Program, Federal Women's Program, Individuals with Disabilities, including Reasonable Accommodation and all other Special Emphasis Programs, Disabled Veteran Affirmative Action Program (DVAAP) and the Upward Mobility Program, and assists with Federal Equal Opportunity Recruitment Program (FEORP). Incumbent participates with local and national community actions groups to promote a positive image for the CNIC.

Accompanies or represents the commanding officers/activity heads at meetings and conferences relating to EEO, including community activities. Incumbent is the voice of the EEO Program and promotes the ideals of a Model EEO Program and barrier-free workplace.

Develops Model Equal Employment Opportunity Program plans, policies, and procedures and provides assistance to subordinate commands on the EEO Programs Assessment, including barrier analysis of the workforce and establish goals and objectives to overcome low participation of minorities and women within the domain. Assist in completing annual MD-715 Part G, EEO Self-Assessment. Assemble data depicting barrier analysis efforts, activity achievements, low participation rates and, plans to eliminate any barriers to equality of opportunity. Compiles all data including Parts A-J reports and submits final MD-715 report to Command Deputy EEO Officer.

The incumbent provides administrative and technical supervision to the EEO Staff. Incumbent plans work to be accomplished and sets priorities for completion of work. Assigns work to subordinates based on

priorities, selective considerations of the difficulty and requirements of the assignments, and capabilities of employees. The incumbent evaluates the performance of subordinates, including setting measurable performance objectives, providing periodic feedback throughout the performance rating year to subordinates (to a minimum at mid-year) on work performance; provides instruction, advice and counsel to subordinates on work and administrative matters; approves leave, interviews candidates for positions in the EEO department and makes recommendations for selection of qualified candidates; hears and resolves workplace disputes from subordinates, effects disciplinary actions for infractions that support warnings and reprimands; serves as recommending official for more serious offenses warranting actions such as suspension, termination/removal. Incumbent identifies developmental and training needs of subordinates. Incumbent collaborates with other HR Department Heads, Senior Management Officials/Commanding Officers/Directors on the relationship of the EEO to all other HR programs to promote equality of opportunity for all employees and applicants.

Other: Incumbents may be required to perform and/or provide support to other HR functional areas.

FACTORS

Factor 1 -Knowledge Required by the Position

Knowledge and ability to provide positive support through expert advice and assistance to management officials in carrying out an effective EEO program. Ability to identify and resolve systemic and institutional barriers as opposed to resolution of individual complaints. Plans, organizes, develops, and staffs proposals which provide for the development of effective Affirmative Employment Programs and prompts and proper handling of sensitive and complex EEO complaints. Closely coordinates subjects of common interest with the Civilian Human Resources Director, Staff Judge Advocate/Counsel, and the Inspector General.

Knowledge of Federal EEO principles, concepts, laws, regulations and policies dealing with civil rights discrimination, and precedent decisions in recognizing and solving difficult EEO problems.

In-depth knowledge of DON and EEOC regulations and current case law regarding complaint processing, affirmative action and equal opportunity in employment.

Thorough understanding of the kinds of management actions and employment practices and conditions that constitute barriers to EEO. Broad general knowledge of Federal Personnel administrative policies and practices including appeals and grievances, labor relations, employee relations, position classification, recruitment and selection which permits the EEO specialist to identify systemic problems affecting EEO and to develop recommendations to correct those problems.

Skill in developing an evaluation system to determine overall effectiveness of the progress of subordinate organizations in meeting affirmative employment goals and adequate and timely processing of discrimination complaints.

Skill in managing the program including organizing an office, analyzing and evaluating policy options, problem solving, motivating others to take necessary actions, and negotiating the allocation of resources for the program.

Highly developed oral communication and writing skills.

Factor 2- Supervisory Controls

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages, and possible approaches. The employee: determines the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research in management advisories; interprets regulations on his/her own initiative, applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most of the conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements.

Factor 3- Guidelines

Guidelines, include law: Executive Orders, OPM, DOD, DoN regulations and directives, EEOC Management Directives, and policy statements pertaining to equal employment opportunity. These guidelines are often inadequate in dealing with unusual cases such as developing EEO programs or materially redesigning existing programs to meet new objectives. The employee uses initiatives and resourcefulness in redefining guidelines or deviating from traditional principles and practices. Develops guidelines, procedures and methods for others to use throughout the region.

Factor 4- Complexity

Plans, directs, and systematically evaluates the EEO program. The program is oriented toward identifying and eliminating or minimizing the underlying causes of barriers to EEO. Advisory responsibilities include direct participation in decisions to set comprehensive equal employment goals and objectives to plan female and minority recruitment efforts, and to make significant changes in organizational policies and practices affecting equal employment opportunity. EEO complaints may involve a wide range of issues including failure to hire, failure to promote, disciplinary actions, adverse reassignments, and lack of training because of discrimination based on race, color, sex, religion, national origin, age, or physical/mental disability. Charges of reprisal resulting from an employee's prior involvement in EEO may also arise. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation of an evaluation process resulting from managers' attempts to identify and solve basic or underlying EEO problems (in addition to individual problems), and the requirement for undertaking broad and intensive analyses of management practices and policies. The work requires a high degree of judgment in analyzing and recommending solutions to management problems that adversely affect EEO; making sound technical decisions in difficult and complex complaint cases; identifying priorities for the EEO program efforts; and advising management on developing specific Affirmative Employment Program Plans and on eliminating barriers. Incumbent provides comprehensive analysis of the operations, environment, policies and practices of the domain's programs to identify problems and define the nature and scope.

Factor 5- Scope and Effect

The work involves staff responsibility for all equal employment opportunity functions for Human Resources Office (HRO) and subordinate offices. This includes developing, overseeing and implementing effective EEOC MD-715 EEO Program Assessments which meet EEOC and DON requirements, special emphasis programs, female and minority recruitment planning, processing of complaints, analyzing and evaluating employment policies and practices, and making recommendations to solve difficult and systemic EEO problems domain-wide.

Factor 6- Personal Contacts

Personal contacts with CNIC HQ, regional HRO staff, actions officers, supervisors and managers. Personal contact external to the domain with community leaders, political officials, union representatives and, other

Federal agencies at local and headquarters levels. Each contact varies in content, and the role and authority of each part must be established during the course of the contact.

Factor 7- Purpose of Contacts

Personal contacts are to resolve difficult and emotionally charged problems, ranging from individual complaints to systemic EEO problems; to obtain agreement and/or necessary action on the part of commanders, staff office chiefs, managers or union officials concerning personnel policies; and to negotiate fundamental changes in long established policies and practices affecting equal opportunity in employment. Contact with community leaders are to keep them informed of the EEO program, solicit their recommendations for program improvement, and seek their support for such activities as recruitment, outplacement and manpower development.

Factor 8- Physical Demands

Work is sedentary except for occasional brief periods of standing or walking while visiting other offices.

Factor 9- Work Environment

The work is performed in an office setting.

Other Work Requirements:

This position is considered Non-Critical Sensitive. The incumbent must be able to obtain and maintain continuous eligibility to hold a Secret security clearance.

Investigate

Position Designation Record

Agency Commander Navy Region Southeast
 Position Title Equal Employment Manager
 Series and Grade/Pay GS-0260-13
 Band
 Position Description HR724
 Number
 Designator's Name & Title (b) (6) Supv HR Spec (Class/Recruit)

National Duties	Degree of Potential for Compromise or Damage
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	<ul style="list-style-type: none"> Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:


Duties	Degree of Potential for Compromise or Damage
	<ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Multi-agency impact
Adjustment for level of supervision or other controls	Periodic, ongoing review - ability to act independently a lot of the time

Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	15	T3	SF 86
Adjusted Position Designation Points from Step 3	25		

Sensitivity	Risk Level
Non-Critical Sensitive	Moderate Risk
Signature: 	Date: <u>4-4-18</u>
Name: 